



Georgia Department of Driver Services

2206 East View Parkway · Conyers, Georgia 30013 · 678.413.8745

Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Driver Improvement Clinic Owners
FR: Kecia Bivins, Division Director for Regulatory Compliance
DA: March 5, 2014
RE: New Driver Improvement Clinic Owner Training

The Department of Driver Services Regulatory Compliance Division is pleased to announce a new Driver Improvement training opportunity. This is a wonderful opportunity for existing and new certified owners to learn more about the agency, forms, O.C.R.A., as well as the rules and regulations governing the program. Certified Driver Improvement Instructors are also welcome to attend.

Effective April 2014, Regulatory Compliance will offer the Driver Improvement Clinic Owner Training on a quarterly basis. This training is required for all Driver Improvement Owners whose certification was effective on or after 01/01/2013. If you are an existing clinic owner you are required to attend one of the training dates below.

- **April 30, 2014 (10:00 a.m. – 3:00 p.m. in Conyers)**
- **July 23, 2014 (10:00 a.m. – 3:00 p.m. in Conyers)**
- **October 22, 2014 (10:00 a.m. – 3:00 p.m. in Conyers)**
- **January 28, 2015 (10:00 a.m. – 3:00 p.m. in Conyers)**

Seating is limited and reservations are required. Please contact reginfo@dds.ga.gov to make a reservation. Please include the information below in your email:

- Name(s) of attendees
- Program/Instructor certification number(s)
- School Name
- Date of training you wish to attend
- Position at the clinic
- Telephone number and email address

Owners and Instructors attending this training will receive five (5) continuing education credits. Administrative staff who assist with your Driver Improvement Clinic are welcome and encouraged to attend and they will receive a certificate of attendance.

The Regulatory Compliance Division's staff is able to assist you and answer any questions you may have regarding this new procedure. We may be reached by phone at 678-413-8745 or by email at reginfo@dds.ga.gov.